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| **Date:** | 15-December-16 |
| **Time:** | 2:00pm to 3:00pm |
| **Venue:** | School |
| **Attendees:** | Yong Lee Jia, Lim Wei Fa, Low Jianhao Jonathan |
| **Absent:** |  |
| **Agenda:** | 1. Come out with the proposal outline 2. Determine the project scope and timeline |

1. Proposal outline

* Overview – Project overview, Sponsor Background, Project Motivation, Project Objective
* Data Collection and Description – Data dictionary and example
* Proposed Methodology
* Scope of Work
* Recommendations & Insights
* Stakeholders
* Deliverables
* Project Timeline

1. Project Scope

* Data collection
* Data preparation
* EDA
* Generating labels to train classifier
* Model training and validation
* Cluster analysis

1. Timeline (tentatively)

* Data collection – Week 0 to 1
* Data preparation – Week 2 to 5
* EDA – Week 3
* Generating labels to train classifier – Week 5
* Model training and validation – Week 7 to 9
* Cluster analysis – Week 10 to 12
* Recommendations – Week 13 onwards